

MEMORANDUMS

MEMORANDUMS are used for informal correspondence within and between Federal agencies. The memorandum format shall be used for corresponding with:

Agency components

Other Federal Government agencies when informality is appropriate

The President of the United States except when certain circumstances require a letter.

STATIONERY

Several types of memorandums are used in the agency. The format may differ slightly depending upon the level of the offices between which the memorandum is exchanged. Generally, the following types of stationery shall be used for the first page of memorandums depending upon their use and office preference:

- a. Letterhead stationery for memorandums being sent outside the Agency and Optional Form 10 is not used.
- b. Plain bond for memorandums addressed to the Director, Deputy Director of Central Intelligence, the Executive Director, ~~and the Directors of the Deputy Directors~~, and for multiple addressees.
- c. Optional Form 10, U.S. Government Memorandum, for internal memorandums, except as ~~noted in paragraph b~~ noted in paragraph b. This form may also be used for informal memorandums with other Federal agencies.
- d. Form 1132, Memorandum of Conversation, for recording conversations with officials outside the Agency whenever the DCI, DDCI, Executive Director, or a Deputy Director is a participant in the conversation or it is of sufficient importance to be brought to his attention.
- e. Plain bond for Memorandum for the Record (or File) to record important conversations, data, or other information to be retained for record purposes when the use of Form 1132 or another form of record is not appropriate.
- f. Form 1831, Speed Letter, for informal communications at headquarters or to the domestic field stations.
- g. ~~Letterex-tissue copies for copies.~~

~~Second pages of~~

The second and succeeding pages of all memorandums will be typed on plain bond.

Copies will be prepared on letterex or tissue copies. Letterex is available in white, yellow, green, blue, pink.

The Correspondence Handbook is revised to update correspondence practices and to set forth acceptable standards for the preparation of memorandums and letters in the Agency.

The handbook is designed to assist typists, secretaries, and other personnel in preparing correspondence correctly and attractively. Adherence to a standard format and uniform appearance will increase correspondence efficiency. Where special types of communications are required, the instructions issued at the directorate level will prevail.

To enhance the use of the handbook as a working tool, any additional instructions for preparing special types of correspondence together with examples should be inserted within the appropriate section of the handbook. Bringing together all current correspondence procedures will expedite processing of correspondence.

Instructions relating to the preparation of cables are contained in STATINTL [REDACTED] and those relating to the preparation of dispatches are found [REDACTED]. Other publications which are beneficial to the preparation of correspondence are: The ~~1944~~ GPO Style Manual; a good dictionary; the Congressional Directory; and the U.S. Government Manual.

This handbook will also be used as a training guide for new personnel.